

**TOWN COUNCIL  
WORK SESSION MEETING**

Tuesday, September 3, 2019  
7:30 pm  
Municipal Building

**Agenda**

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Consent Agenda
  - a. Approval of the Meeting Minutes (August 21, 2019)
7. Public Period (limit 2 minutes for each speaker)
8. Brief Presentation for the Town Lobbyist Greenwill Consulting Group, LLC
9. Report of Officers and Committees
  - I. Town Treasurer Report
  - II. Public Works Director Report
  - III. Circuit Rider
  - IV. Police Chief/Code Enforcement & Ombudsman Report
  - V. Town Administrator Report
  - VI. Council Report (Ward I; Ward II; Ward III)
  - VII. Mayor's Report
10. Legislation
11. New Business
12. Close Session
13. Adjournment

**Town of Forest Heights  
Treasurer's Report  
August 31, 2019**

- Updated -

	Bank Acct Balance <u>09/02/19</u>	Quickbook Balance <u>08/31/19</u>	Quickbook Balance <u>08/31/18</u>
TD Bank General Fund	167,697.14	111,548.54	141,536.84
TD Bank Rainy Day Fund	157,132.40	157,132.40	154,132.40
TD Bank Speed Camera	2,678,279.33	2,678,279.33	2,366,600.34
TD Bank Municipal Money Market	213,364.59	213,364.59	213,364.59
	<u>3,216,473.46</u>	<u>3,160,324.86</u>	<u>2,875,634.17</u>

**General Fund Highlights:**

1. Real Estate Tax distribution - \$6,334.69
2. PG Co. 4th Quarter Waste Rebate received - \$1,999.00
3. Solar Energy payment - \$773.76
4. PG Co. - Lien payments received - \$310.08
5. Personal Property Tax payments received - \$1,855.55
6. MD State Income Tax payment received - \$25,081.43

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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August 30, 2019

### Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Big belly Trash Compactors

### Town Infrastructure:

- **N. Huron Dr.**  
In final contract negotiation with contractor Fort Myers
- Pavement Corporation completed the milling, resurfacing and striping of the Municipal building's front parking lot on June 20<sup>th</sup>. (there is a need to place a seal coat the parking lot because of the patch, which will take place in early Spring of 2020)
- **Sachem Drive – Hill:**  
-SHA has stated that they may be able to handle the repairs on the hill. We are waiting on further responses for them
- Met with Wayne Lucas and Mike Burton, both from DPW&T, who are Landscape Architect, ISA Certified Arborist, Maryland Roadside Tree Care Experts. We discussed the process of acquiring a blanket permit for the town in order to cut and remove trees in the town's ROW. We also discussed the cutting back of the trees on both sides of Livingston Rd. and piggybacking on the county's Tree and Landscaping Vendors.
  - 12 new trash cans for the towns public way has been installed
  - Started painted speed humps and crosswalks

### **Street Rehabilitation:**

- Ottawa Street; Seneca Drive; Fox Way:
  - Choice Concrete was selected and approved to perform the street rehabilitation by the Council's approval
  - The signed contract was sent out to Choice Concrete. We are now waiting for them provide to us a starting date
  - Council will need to view and approve an additional proposal from Choice Concrete

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## Department of Public Works

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to raise concrete curb & gutter 1.5 inches @ \$1389.75

### Building Infrastructure:

#### **606 Modoc: Cease work is in place**

- Renewed POD for 606 to house donated furniture during construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going)
- Real Plumber repaired HVAC unit to restore AC in the Municipal building
- Choice Concrete has been selected by the council to repair Municipal steps. Waiting for a start date.

#### **Rain Gardens:**

- Green Forever Landscaping serviced the town's bio-retention rain gardens.

#### **Green Roof:**

- Ciminelli Landscape Services scheduled to service green Roof week of September 2nd

### Equipment Maintenance

- Need to replace Charging Station for electric cars. (looking into a possible grant to purchase the Charging Stations)
- Nissan Leaf went in for service for recall

### Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- The Treasurer, the Police Chief and the PW dept. has begun taking steps to relieve the garages of obsolete and broken equipment
- Seven Newsletter stands were installed throughout the town
- Calls in to SHA to repair the lights on MD-210 from I-495 to Livingston Rd.
- Calls in to PWD&T to cut/trim trees on Livingston Rd from Comanche Dr to Shawnee Dr.
- Calls in to PWD&T to repair pothole on Livingston Rd at Shawnee Dr.



### Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- Preparation of upcoming grants:
  - Stormwater Mitigation Grant: meeting schedule on September 12 to discuss moving forward with the Stormwater Mitigation grant.
- Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and education to local municipality and government customers. Forest Heights is replacing 285 street lights with LED fixtures.
  - Meeting with Maryland Smart Energy Committees (MSEC) and PEPCO representatives to discuss the costs associated with the installation of the first five lights (Town Hall parking lot (3 lights) and Arapahoe Drive (2lights)).
  - Meeting with MEA and PEPCO regarding the purchase, installation and cost of electric vehicle charging stations.
- Working with the Town Administrator and the Public Works Director to identify streets and infrastructure that require immediate repair for health and safety reasons (ongoing).
- Working with Housing Options & Planning Enterprises, Inc. (HOPE) on the Forest Heights Neighborhood Home Improvement Program (ongoing).





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- Working with Maryland state and Prince George's County Complete Count Census Project. I will, along with community partners, produce eight outreach programs on behalf of Forest Heights, Oxon Hill and Prince George's County that will, inform, encourage and help residents participate in the 2020 census.

**TOWN OF FOREST HEIGHTS**  
**AUTOMATED SPEED ENFORCEMENT OMBUDSMAN**  
August 2019  
Ombudsman Report  
Ronald B Govan

For the month of August, the Town of Forest Heights had

- **2** Transfer of liability
- **7** Late fee requested
- **5** Late fee requests granted
- **6** Cancel citation
- **2** Citation contest request

## FOREST HEIGHTS POLICE DEPARTMENT AUGUST REPORT

### ***CALLS FOR SERVICE***

Incident Type	Total
911 DISCONNECT	34
ACCIDENT	5
ADDED INFORMATION	2
ANIMAL COMPLAINT	1
ARMED PERSON	1
CHECK WELFARE	4
CHECK WELFARE COMBINED	3
CHECK WELFARE MENTAL	1
DISORDERLY	12
DOMESTIC	4
DOMESTIC COMBINED	1
DOMESTIC W/ WEAPON	3
FAMILY DISPUTE	4
FIGHT	2
FOUND	3
GUNSHOTS	1
HIT AND RUN	3
LOST PROPERTY	1
MISC POLICE INCIDENT	15
NOISE COMPLAINT	1
PARTY COMPLAINT	2
PREMISE CHECK	35
PROPERTY DAMAGE	2
REPORTED CIT ROBBERY	1
RESIDENTIAL ALARM	9
SCHOOL ALARM	1
SHOOTING COMBINED	1
STOLEN VEH	4
SUBJECT STOP	9
SUSPICIOUS AUTO	17
SUSPICIOUS OCC AUTO	10
SUSPICIOUS PERSON	4
THEFT FROM AUTO	2
THEFT J O	1
THEFT REPORT	4
THREATS COMPLAINT	1
TRAFFIC COMPLAINT	7
UNKNOWN TROUBLE	17
VANDALISM	1
VEHICLE ACCIDENT COMBINED	2
VEHICLE ALARM	1
WARRANT SERVICE	1
Total Calls -->	233

### ***Code Enforcement***

Citations:40

Fines Collected: \$2,162.50

### **Fortitude Honor Peacemaker Devoted**

### ***STATISTICAL REPORT***

State Traffic Citations- 228

State Equipment Repair Orders-13

Parking Citations Issued-19

Arrest-10

Impounds-45

Reports-60

Citation Fees: \$2,850



## **Infrastructure Bond Projects**

In 2018, the Town was issued an Infrastructure Bond through the Maryland Department of Housing & Community Development, Local Government Infrastructure Financing Program for \$1,000,000.00 to provide funding for much needed roadway improvements in Forest Heights. Many cities and towns use such funding to finance large projects because these programs offer a cost-effective way to finance large public purpose projects like street construction, resurfacing and water and sewer projects.

An internal Committee at Town Hall conducts on-going meetings to consider the best options for spending the funds so we can get the biggest bang for our buck. The Town Council also has a representative on this Committee from the Public Works and Sanitation Advisory Council.

The Committee elected to begin spending the funds by re-paving the following streets badly in need of repair: portions of Seneca Drive, portions of Ottawa Street and a portion of Fox Way.

The firm chosen to conduct the re-paving (Choice Concrete Construction, Inc.) is set to begin work the first week in September. Please contact the Director of Public Works for more details.

### **North Huron Drive Sidewalk Project (Safe Routes to School)**

On February 22<sup>nd</sup>, the North Huron Drive Sidewalk Project (Safe Routes to School) was put out for advertisement to seek bids for a construction firm to build a sidewalk along the street. This is an important public safety project because it will provide for safe pedestrian traffic along North Huron Drive where no sidewalks currently exist. And perhaps most notable, students in the neighborhood will be able to walk to and from Forest Heights Elementary School without competing with cars on the roadway. Bids were opened on April 19<sup>th</sup> at Town Hall. Three companies were represented and of the three, Fort Myer Construction Corporation was considered most qualified bidder. The Fort Meyer bid went to SHA for a closer look at qualifications before a contract can be signed and construction begins. The Town received notice (Concurrence in Award Letter) in mid-July that SHA agrees with and approves our selection of Fort Myer, clearing the way to signing a contract.

The final contract has been drafted by the Town Attorney and a Resolution to enter into the agreement was approved by the Town Council at its August meeting. It is now awaiting signature by both parties.

### **Recent Personnel Actions**

Ms. Tessie Hoffman has been hired as the new Police Clerk/Payroll Coordinator and began work on August 21<sup>st</sup>. Ms. Hoffman brings with her significant experience and was most previously employed as a police dispatcher with the District of Columbia.

The Forest Heights Police Department recently hired Antoine Williams as a part-time Police Officer. Mr. Williams was previously on staff as one of the towns' reserve police officers and began work in this new capacity on August 21<sup>st</sup>. He graduated from the Ann Arundel Community College Police Academy on June 7th. He also supervised the Code Enforcement Section at the City of Seat Pleasant before attending the Police Academy.

Town Council Work Session Report For 9.3.19 (Town Administrator)